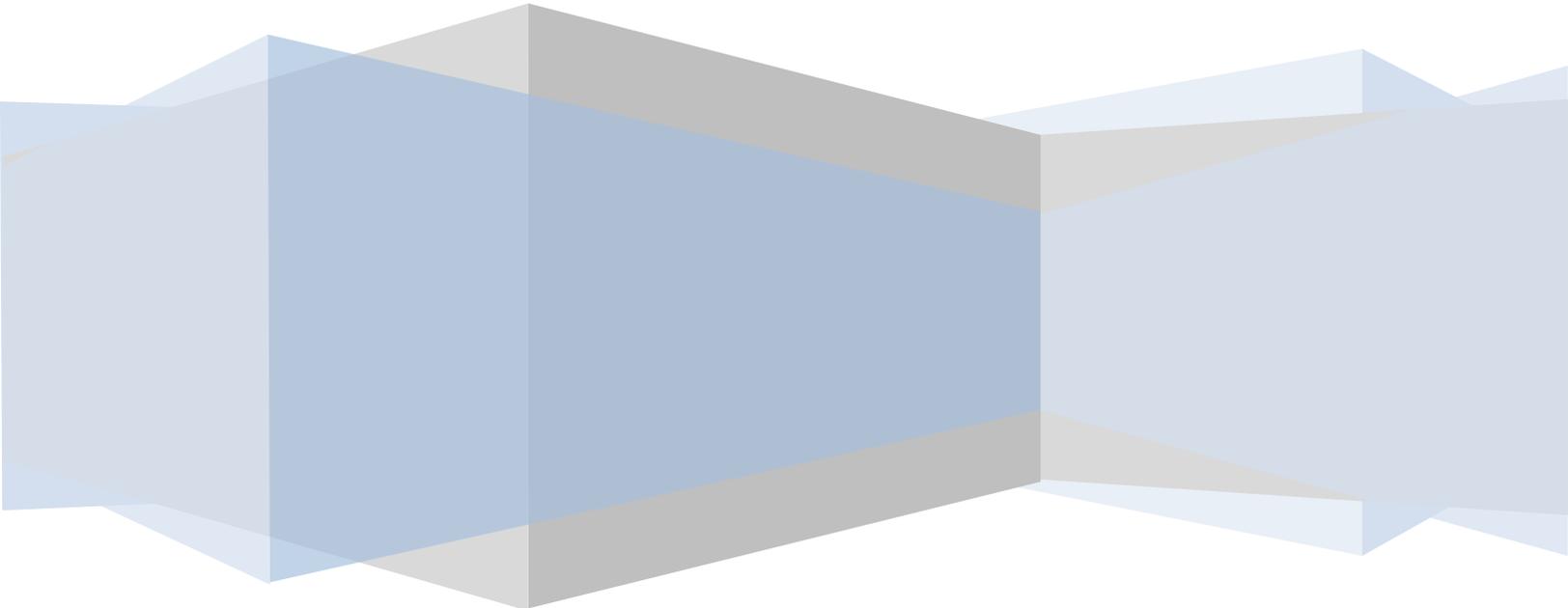


Town of Gilbert

Event Planning Guide





SPECIAL EVENTS PERMITS

The following events must apply for a special event permit in the Town of Gilbert:

Parades / Walks / Concerts / Bike or Foot Run or Race / Festivals/ Carnivals / Skate Park Events/ Fire Works Display or public gathering that will be held on a public venue or that will affect private and/or public property or right-of-way.

Special Event Application fee:.....\$ 50.00

Special Event Permit fee:.....\$100.00 permit fee per day

(maximum \$500 for multiple day special events not to exceed \$500 in 12 months)

A permit is needed for any festival or event held in Gilbert that will include any of the following:

- Events held on or affect Town of Gilbert streets, sidewalks on private and/or public property;
- Events requiring Town of Gilbert services beyond those the town provides its citizens under ordinary, everyday circumstances; and/or
- Events having activities that require issuing one or more additional licenses or permits (fireworks, alcoholic beverages, food sales, street closings, tents/temporary structures over 400 square feet, etc.).

How do I obtain a special event permit?

Special Event Permits can be obtained by following the following (5) steps listed below.

(1) Secure a site for your event

- If you are planning to hold your event at a Town of Gilbert Park or Special Event site please check for facility availability by phoning the Special Events Division 480-503-6200. *(Inquiring site availability does not guarantee that the date is reserved for your group).*
- If you are planning to hold your event on private property not owned by the applicant, please secure the space with the owner and obtain the property owner’s written permission on **Attachment C**.

(2) Submit the Special Event Permit Application

After securing the event site with the appropriate owner, submit a Special Event Permit Application to the Town of Gilbert Special Events Division. Once the application is received in the Special Events Office, the date requested will tentatively be held for your event. Special Event Permit Applications are available online at www.gilbertaz.gov/specialevents

Depending on an event’s type, size and particular features, the Special Events Division may require an applicant to apply for additional permits and licenses, and to submit event maps, proof of insurance and other information before a Special Event Permit can be issued.

- To avoid a late fee, all applications for a Special Event Permit must be submitted at least 60 days prior to an event. Applications will be accepted as early as 11 months before date of event.
- Special Event Permit applications must be legible. Incomplete applications will not be accepted.
- All Special Event Permit applications must be accompanied with a non-refundable application fee of \$50.00 (made payable to “Town of Gilbert”).



(3) Application Review

Once a complete Special Event Permit application is submitted by the event producer, the Special Event Coordinator will forward copies of completed applications to the Special Event Team for their approval. The Special Event Team is comprised of the following Town of Gilbert departments and other various agencies:

- Public Works • Parks • Recreation • Police • Community Development • Fire
- Risk Management • Solid Waste • Environmental and Safety • Local Business Owners

(4) Preparing for Special Event Task Force Meeting

A Town of Gilbert event coordinator will contact the applicant to set up a date for the event promoter to make a presentation before the Special Event Team

- Each event representative is expected to be prepared to present their event by giving a brief description of event details.
- During and/or after your presentation, members of the Special Event Team will have a question and answer period to clarify details. If more information is needed regarding your event, the event requester will be re-scheduled to come back for another Special Event Team meeting prior to approval.
- If your event will be held on private property, a copy of your event's lease or written permission of the private property owner(s) must be submitted with the application.
- If you have not already submitted the following items with your application, provide at least 15 copies for members of the Special Event Team Meeting.
 - Detailed Description of Event: Who, what, where, when and why
 - Timeline including set-up and take-down (including load-in days).
 - Updated Site Map – depicting layout of event; include vendor names and locations, route, road closures, port-a-johns, etc.
 - Promotional Material
 - Vendor List
 - Merchandise/Food Items sold
 - Liquor License status (if applicable)

Note: Please staple all items together for distribution in the order listed above.

(5) Permit Issued

Once all fees, maps, permits, licenses, certificates of insurance and other required information are received and approved from an applicant, the Special Event Team will issue a permit for your event. No changes to maps, vendor lists or event activities may be made to the event once your application has been approved. Please remember all vendor business licenses and insurances must be submitted 14 business days prior to the event. Approved vendors will be listed on the permit.

TIMELINE for Planning Your Special Event

These deadlines are minimums set by permitting agencies. Secure permits and licenses as far in advance as possible.

6 - 11 Months Prior To Hosting a Special Event

- Request a Special Event Permit application package and a copy of the Handbook for hosting events in Gilbert.
- Check availability of a venue.
- Request venue date by preparing/submitting a Special Event Permit application to the Special Event Division along with \$50.00 non-refundable fee.

60 Days – Prior to Hosting a Special Event

- Obtain all appropriate insurance for your Special Event. Certificates of insurance are required from event producers, fireworks and pyrotechnics vendors, food, retail and alcohol vendors, carnival ride and inflatable operators, etc. must be submitted to the Town of Gilbert Special Events Division. (See Insurance Requirements on pages 18-19).
- Apply for a Town of Gilbert Business License. A Gilbert business license will be needed from event producers, food vendors and any other vendors selling products or services at the event. A transient merchant business license may be purchased for the event if the merchant is not a Gilbert Business. (See Business License Requirements on page 9).
- Prepare for Special Event Team meeting. (See page 2)
- Prepare applications for all other permits and licenses required for your particular event (see below for some examples):

Tent and Canopies - If you plan to erect a tent or temporary structure over 400 square feet in size, you must fill out the Tent and Temporary Structure section of the application and identify the location on the site map. Set up and delivery dates must also be identified on the application (See Tent & Temporary Structures on page 6).

Liquor License(s) - If you plan to serve or sell alcoholic beverages at your event, you must submit an application for a Temporary Special Event Liquor License or an Extension of Liquor Premises to the Special Event office, along with a required Certificate of Insurance. (See Alcohol Beverage Control, on page 18)

Health Permit - If you plan to serve or sell food or drinks at your event (other than prepackaged), you must submit an application for a Health Permit to the Maricopa County Environmental Health Department. (See Health Permits on page 9).

Stage and Platforms- If you plan to erect a stage or platform structure over 120 square feet, you must fill out the Stage and Platform section on the application, and identify the stage locations on a site map. All stages over 120 square feet will require an inspection prior to event opening. (See Stage and Platforms on page 6)

Street Closure and Restrictions - If you need to close streets you must request permission from the Town of Gilbert Development Services Department (See Street Closures & Restrictions on page 13).

Fireworks/Pyrotechnics Permit (Sec. 15-51)-If you plan to have fireworks or pyrotechnic displays at your event, the company that will be performing the fireworks/pyrotechnic display must submit an application for a Fireworks/Pyrotechnics Permit to the Gilbert Fire and Rescue Department (See Fireworks and Pyrotechnic Displays on page 16).



Site Plan

Site Plan Requirements

- Event site plans which are not legible will be rejected.
- Event site plans shall include distances or measurements (noted in feet).
- A fire lane of 20 feet must be maintained to allow access within 150 feet of all areas of event site. Fire lanes will be reviewed and approved by the Fire and Rescue Department.
- All entry and exit points for the event shall be marked and maintained clear at all times.
- Any events that have fencing or other means of segregation must have a minimum of two exits. Exits must be a minimum of 16 feet wide and labeled as Emergency Exits. Labeling must conform to Town of Gilbert Fire and Rescue Department Regulations. Exits may be closed but not locked.
- The plan must include: locations of all tents, structures.
- Location of all amusements, inflatable's and activities.
- Location of all electrical supply and service (permanent and portable generators)
- Location of all barricades that will be used;
- Location of all vendors – fixed and mobile;
- Location of all dumpsters and trash receptacles;
- Location and layout of tables, chairs, picnic tables, etc., that will be used;
- Location of any stages that will be used or placed;
- Location of all parking areas, including ADA spaces;
- Location of any unpaved/dirt lot areas used for event activities or parking;
- Permanent and portable restroom facilities;
- Signage and banners that will be hung or installed.
- All affected streets, alleys and rights-of-way, including those that will be closed;

Please note: Fire lanes must be kept open at all times to allow fire trucks to respond to an emergency.

For further information, contact:

Brent Taysom

480-503-6253

90 E. Civic Center Drive

Gilbert, AZ 85296

Brent.Taysom@gilbertaz.gov

Denise Merdon

480-503-6240

90 E. Civic Center Drive

Gilbert, AZ 85296

Denise.merdon@gilbertaz.gov

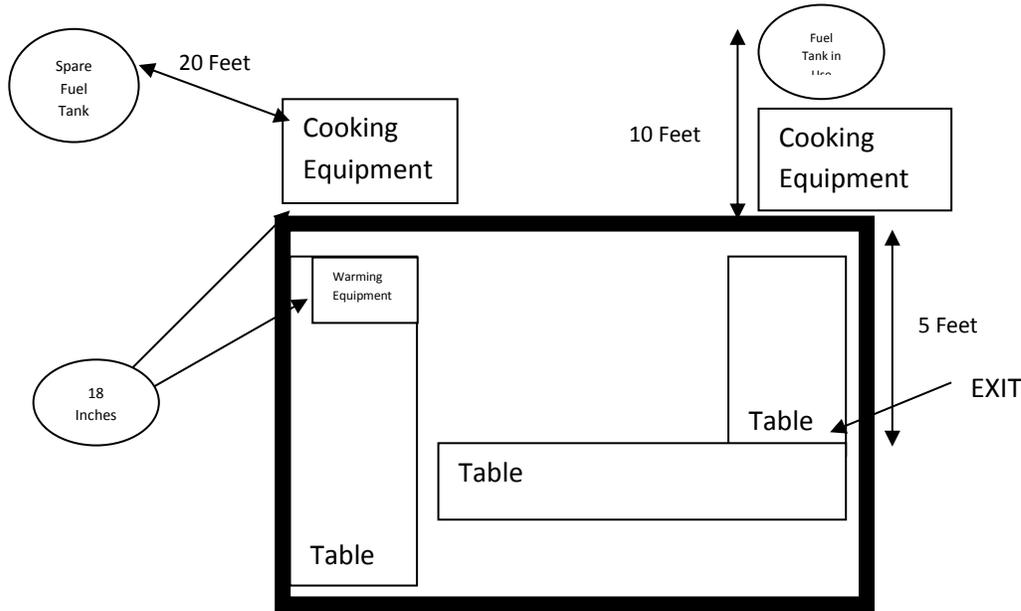
TENTS and TEMPORARY STRUCTURES

- Organizers are encouraged to have the tent rental company secure the necessary permits, and Arizona Blue Stake shall be contacted prior to any tent stakes being driven (A valid Blue Stake ticket number or ticket must be available on site.)
- Any open or enclosed structure, whether it has sides or not, constructed of fabric or pliable material supported by a structure is defined as a tent. All tents in excess of 400 square feet require a permit. Certain exceptions are available and will be evaluated based upon submitted information. All tents must be stamped or labeled as fire resistant from the manufacturer. Faded or sun damaged tent material shall not be permitted or must have a recertification label for the flame resistance.
- All tents layouts (single or next to each other) may not exceed more than 700 square feet without a minimum of a 12 foot fire break between them. Distances must include all support ropes and structures. All tents shall be set a minimum of 20 feet from all lot lines, buildings, parking lots, vehicles or other mechanical engines.
- All tents shall be braced/staked/roped to withstand weather and prevent against collapse. All staking shall be in accordance with manufactured and industry standards. Documentation of anchoring requirements shall be provided to the Gilbert Fire and Rescue Department for all permitted tents. All tent stakes shall be hammered completely into the ground. All guy wires, ropes, stakes and other support members shall not cross or be within 2 (two) feet of an exit discharge at a height of less than eight (8) feet. All enclosures, including tents and vendor areas, shall meet egress requirements as set forth in fire code. All exits shall be kept unobstructed despite weather conditions.
- All permitted tents require a floor plan for items to be used inside them. All decorative material shall be fire proofed and constructed of fire retardant material or sprayed with a fire retardant. Material shall be labeled or documentation shall be provided to the Gilbert Fire and Rescue Department.
- Combustible materials (hay, saw dust, shavings) shall have a minimum of 20 foot clearance from the tent and may not be used in the tent. All dead vegetation or combustible material which may be on the ground shall be removed to 20 feet from the tent.
- Smoking shall not be permitted in any tents and approved "No Smoking" signs shall be posted.
- Fireworks shall not be used within 100 feet of tents, unless the tents themselves are selling fireworks and then they shall not be used within 300 feet of the tent.
- No cooking may be done under a tent. The warming of foods using solid flammables, or enclosed gas burners may be allowed provided all warming appliances are a minimum of 18 inches from the outer perimeter of the tent. All open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, or other cooking device must be done a minimum of 18 inches outside of the outer edge of the tent perimeter. Any tents which have cooking around them shall be separated from other tents or structures by a minimum of 10 feet. Tents with warming or cooking in or around them must have a minimum of 1 exit that is 5 feet from all open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, or other cooking devices. Carpet scraps/remnants or other approved materials are to be placed beneath cooking equipment.
- All fuel sources in use must be kept a minimum of 10 (ten) feet from the perimeter of the tent. There shall be no storage of any additional fuel (not in use) within 20 feet of a tent. All propane or fuel tanks shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. All propane or other fuel sources must

have pressure relief valves facing away from the tent. No fuel may be refilled on site during open hours without prior authorization.

- Each tent shall have a minimum of 1 (one) 2A-10BC rated fire extinguisher. If any cooking apparatus produces grease laden vapors, then a K class fire extinguisher is also required. All fire extinguishers shall have a current tag showing service by a licensed contractor within the last 12 months.

SAMPLE TENT LAYOUT



Concession/Food Trailers and Vendors

- A concession trailer fire safety inspection is required. Documentation of current (within 6 months) inspections of all fire protection systems located within the trailer must be available on site.
- All tents and trailers that will involve cooking are required to have a fire extinguisher with current service tags. A minimum of 2 fire extinguishers are required for all concession trailers. (K type and 2A-10BC)
- All concession trailers must only be occupied by essential staff, and they must be over the age of 16.

Stages, Platforms and Other Structures

- All stages, platforms, and other temporarily erected structures will need to be inspected by the Town of Gilbert Development Services Department.
- All stages over 120 sq ft will require a permit and inspections. The following items will need to be submitted for review:
 - Site plan showing the location of the stage and surrounding features (other stages, tents, etc.)
 - Engineering and/or manufacturer's installation instructions specific to the construction of the stage
 - Engineering and/or manufacturer's installation instructions specific to any appurtenances (lighting, sound equipment, towers, etc.) associated with the stage.

Electrical Services/Generators

The Town of Gilbert does not provide electrical equipment at all public venues. Event producers should consult directly with the Special Event Coordinator to discuss all electrical needs for an event and plan on securing their own electrical needs. The event producers should work with the Special Event Coordinator to show electrical service information on the Site Map of the event.

- The event promoter should provide their own generators, light towers, spider boxes or extension cords for events.
- Event producers must obtain permission from the Town of Gilbert to tap into any Town property power source if/when available or permitted.
- The costs of using electrical supply sources at a Gilbert facility and/or venues must be paid by the event producers.
- All generators shall be separated from any temporary structures or tents by at least 10 feet. They shall be protected from the public by fencing, enclosure or other approved means. They shall be grounded in accordance with manufacturers specifications.
- All generators may not be refueled during times of public operation without prior authorization from the Gilbert Fire and Rescue Department.
- All extension cords and power bars shall be UL approved, not be pinched, frayed, cut or cracked and must be of 3 wire grounded type. They shall be secured or placed so as to not be a hazard, obstruction, or located in areas where water may accumulate.
- All power bars shall be plugged directly into single cords and may not be plugged into other multi-plug devices.
- All lighting shall be specifically manufactured for the intended use. Open light bulbs strung from wire shall not be approved unless they have been designed for that purpose and all manufacturer hanging guidelines are met. Light fixtures shall only be used with lamps of the size intended by the manufacture. All hanging lights or cords shall not cross egress paths less than 8 feet from the ground.

Carnival Rides

All carnival rides or other amusements with any type of fire safety equipment or life safety systems are required to be inspected by the Gilbert Fire and Rescue Department prior to allowing public use. All power supplies and electric panels must be inspected by the Development Services Department prior to use.

For further information, contact:

Josh Friedman-Gilbert Fire Prevention

85 E. Civic Center Drive, Gilbert, AZ 85296

Phone 480 503-6300

Josh.Friedman@gilbertaz.gov

Tim Simanton-Development Services

90 E. Civic Center Drive, Gilbert, AZ 85296

Phone 480 503- 6822

Tim.Simanton@gilbertaz.gov

HEALTH PERMITS

If food or drink (other than pre-packaged) will be served at a festival or event, event producers must obtain a Health Permit from the Maricopa County Health Department. The Maricopa County Environmental Services Department is the regulatory authority that issues "temporary food service establishment" permits for food and beverage concessions at special events. It is the Department's responsibility to regulate the food sold at these events. If food or drink is not prepared and handled in a sanitary manner, the public's health may be at risk.

Requirements:

In order to sell or give away any food or beverage product at an event, you are required to apply for a "Temporary Food Service Establishment" permit and pay an associated permit fee. Please read the following Food and Beverage Vendor Checklist for additional requirements and information. The Guide to Temporary Food Service at Special Events and Application for Temporary Food Service Establishment Permit may be filled out on-line, downloaded and printed.

- A completed (pages one and two) application and \$70.00 permit fee per booth must be submitted seven days prior to the start of the event. All payments must be Arizona checks or money orders. Please make checks payable to MCESD.
- The Temporary Food Service permit will be issued at the event after a passing inspection has been completed. Please refer to the Guide to Temporary Food Service at Special Events for the requirements. Effective July 1, 2007, **inspectors can no longer accept payments for Temporary Food Service Permits on site, at events. All permits must be paid for by vendors in advance.**
- Only those vendors selling bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a Temporary Food Service permit. All other vendors, regardless of product, are required to obtain a permit and pay the required fee per booth.
- Those individuals who currently possess a valid Maricopa County Mobile Food, Pushcart, Food Peddler or Catering permit are not required to pay the permit fee. However, a copy of the permit is required.

Note: It is the event producer's responsibility to read over the guidelines to determine whether or not a health permit is required for any food vendors at their event. If you are not in compliance with Maricopa County Environmental Services Guidelines, it should be noted that a health inspector **could shut down your food operation the day of the event.** If this should occur, the Town of Gilbert will not be held liable for loss of income, or refund of vendor fees.

For questions or requests for additional information, contact Jessica Reighard, Program Coordinator at:

Maricopa County Environmental Health Department

1001 N. Central Avenue, Suite 300

Phoenix, AZ 85004

Phone: 602-506-6978

Fax: 602-506-6862

Applications and guidelines can be downloaded at:

<http://www.maricopa.gov/envsvc/ENVHLTH/SPPRGM/spcevent.asp>



Business Licensing

Who is required to be licensed at a special event?

- Gilbert Based Event sponsor/promoter, vendors (food/beverage and retail products) amusement operator - \$35 annual license fee, \$15 renewal
- All Non-Gilbert based vendors, promoters, amusement operators, vendors (food/beverage and retail products)-\$15* per event or \$55 annual.

**Event permit is good for same site event only.*

Note: All fees are non-refundable.

What is taxable income at a special event?

- Charges or fees for use of spaces by vendors
- Rental of space or equipment by vendors
- Food/beverage sales
- Product sales
- Carnival activities or amusement rides
- Advertising fees or charges (signs, banners)
- Entry fees or charges

Event producers should be aware that any unlicensed retail activity will result in the removal of the violators the day of the event and will be noted for future events proposed by that particular sponsor/promoter.

All vendor paperwork including insurance and business licenses must be submitted 14 business days before the event. It will be the responsibility of the event promoter to submit a binder to the Special Event Coordinator consisting of the following:

- A list of all vendors/sponsors that will be at the event (please make on site plan as well)
- Current insurance certificate for all vendors doing business, or performing a service (delivery, massage, activity etc.) on Town property.
- A copy of the current business license or business license number.

For further information, contact:

Mark Kerrigan

90 E. Civic Center Drive

Gilbert, AZ 85296

480-503-6798

Mark.Kerrigan@gilbertaz.gov



SIGNS/COURSE MARKINGS & BANNERS

Sign Requirements

All special events shall be allowed up to two (2) on-site banners and up to two (2) off-premise traffic directional signs, subject to the following regulations:

- On-Site Banner Signs- Two banner signs, each no greater than 40 square feet in area may be placed on the site, within the boundaries of the special event.
- Off-Premise Traffic Directional Signs- Two off-premise traffic directional signs are permitted, subject to the following regulations:
 - Type/Size- Signs shall be A-Frame type signs only, no greater than 31 inches in width and 45 inches in height.
 - Display- Signs shall display only on the day(s) the event is approved to take place.
 - Location- Signs may be placed in the right-of-way subject to the Traffic Engineer and Zoning Administrator approval to ensure the signage does not interfere with traffic safety and pedestrian circulation or on private property with written permission from the property owner.
- Sign/banner locations must be depicted on the site plan for the Special Event.
- All signage/banners must be removed at the conclusion of the event.

Approved Course and Field Markings

Event producers wanting to mark the sidewalk, asphalt or desert trails for their event must follow the guidelines listed below:

Paint: only white, water-based turf marking paint is permissible.

Chalk: only lining chalk or marking gypsum is permissible.

Most hardware and home improvement stores carry these products.

Available Advertising Banner Space

Event producers wanting to display a banner over Gilbert Road must contact Parks and Recreation 480-503-6200, to check for availability and to coordinate scheduling. The banner program is available to non-commercial groups and special events. To schedule to display a banner in designated parks to help advertise the event, please speak to the Special Events Coordinator you are working with.

All signs and banners must meet departmental specifications and be installed in accordance with all rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

For further information, contact:

Adam Adams

Development Services- Code Compliance

90 E. Civic Center Drive

Gilbert, AZ 85296

Phone: 480-503-6834

Email: adam.adams@gilbertaz.gov



Environmental Services

The event promoter is responsible to have an event clean-up plan in place. Please remember to include the following:

- All trash accumulations within tents and event area shall be removed regularly to keep area clear of debris and hazards.
- All trip hazards shall be abated or marked to prevent public access.
- A drawing or site map of the festival or event area, showing the types and locations of dumpsters and individual trash receptacles;
- The location(s) where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

If an event producer fails to clean up a venue adequately or causes damage to Town of Gilbert property or facility, the Town of Gilbert will use the event deposit to cover the costs to clean and repair the damaged property. If this occurs, the Town of Gilbert may also deny an application for a future Special Event Permit.

Event producers are responsible for prompt cleanup and removal of debris from all Town of Gilbert streets, right of ways, affected property owners' sidewalks, steps and alcoves including time after event tear down is complete. Event producers are responsible for clean-up from when the set up begins until tear down crews have finished and have vacated the park.

Recycle Program

1. The promoter/vendor will be responsible monitoring recycling container.
2. A list of acceptable recycling materials can provided at the Special Events Team Meeting.
3. Promoter/vendor can schedule training with Recycle Program staff.
4. Special Considerations before committing to the Recycle Program:
 - * Remember Recycling is a voluntary option for promoters willing to participate in the program.
 - * Set a standard in advance to maximize your recycling and waste reduction efforts!
 - * For larger events, you may need to rent a dumpster and/or other containers. Discounted rates for equipment, delivery and pick up services through The Town of Gilbert Environmental Services Department are listed below.
 - * For events expected to generate a high volume of recyclables, you will need to rent a recycling dumpster if you wish to recycle it.

Town of Gilbert can provide upon request the following list of cleaning equipment and services to events for the rates quoted:

- 90 Gallon Refuse Can.....\$15.00
- 90 Gallon Recycle Can.....No Charge if NOT contaminated (if contaminated, \$5.50)
- Roll-Off Dumpster: 25 yard..... \$158.00 plus \$29.00 per ton landfill fee
- Roll-Off Dumpster: 40 yard..... \$158.00 plus \$29.00 per ton landfill fee
- Restroom Cleaning.....\$30 per cleaning

Solid Waste Management Department

4760 S. Greenfield Road
 Gilbert, Arizona 85297
 Contact:
 Phone: 480-503-6400

Outreach Specialist-Recycle Program

Environmental Services Recycling Department
 4760 S. Greenfield Rd, Bldg A.
 480-503-6459
 Fax: 480-503-6150



STREET CLOSURES AND RESTRICTIONS

An event producer who wants to host an event that will involve closing a public right-of-way or involve a state-maintained right-of-way (street, sidewalk or alley) must submit a road closure application to the Special Event Coordinator at least (60) days before an event.

- Street closings and placement of barricades/signage on Town of Gilbert streets and rights-of-way must be coordinated with and approved by the following Town departments: Traffic Engineering, Police Department, Parks and Recreation and any other town services that may be effected.
- If an event requires closure of streets or public rights-of-way, proper barricades and signage are required.
- The barricade company must submit a traffic control plan to the Development Services for review. All staffing requirements needed for proper traffic control work shall be determined by the Town of Gilbert Traffic Engineer and Gilbert Police, at the expense of the event promoter.

The Town of Gilbert may request that event promoters notify affected businesses and/or residents if an upcoming event will require street closing(s) and/or send a Street Closing press release and camera-ready Site Map to all media at least two weeks prior to an event. The event producer will be notified at the Special Event Team meeting is business or resident notification will be required. All notifications will be at the expense of the event promoter.

Listed below are the procedures to request a road closure and/or barricades:

To request a road closure, lane reduction and/or barricades, submit a Special Event Application to the Special Events Office a minimum of *90 days prior* to your event indicating your road closures and/or barricades. Street closures and restrictions will be reviewed on a case by case basis. This information will be sent to the Special Event Team meeting for their review. In addition, you must submit a detailed Site Map showing where barricades and signs will be placed at the event.

Fees: \$150 Traffic Control Plan Review

\$40 per hour -3 hour minimum- On-site Public Works staff for Traffic Control supervision.

Russ Gordon, Sr. Traffic Engineering Tech

90 E. Civic Center Drive

Gilbert, AZ 85296

480-503-6737

Russell.gordon@gilbertaz.gov



EVENT SECURITY

It is the responsibility of an event producer to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, crowd size and other factors will determine the amount of security needed.

After reviewing the event application, the Town of Gilbert Special Event Team may require an event producer to provide private security, hire off-duty police officers, or reimburse the Town of Gilbert for expenses it incurs by providing police officers for security, traffic control and/or crowd control.

Off-duty police officers may be available for events at the following rates:
\$71.00 per hour/officer - 3 hour minimum

The Town of Gilbert will not provide personnel for the following needs at events:

- Gate security
- Beer/alcohol sales security
- Security for VIPs and celebrities
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment trailers supplies, etc.

Requirements for private security company

If you will be using a private security company for your event, please keep in mind that the Town of Gilbert only allows security companies that are licensed and bonded in the State of Arizona.

For further information, contact:

Lisa Clark

Gilbert Police Department

Phone: 480-635-7101

Email: lisa.clark@gilbertaz.gov

Lt. Joseph Marin

Gilbert Police Department

Phone: 480-635-7243

Email: mike.angstead@gilbertaz.gov



Dust Control

Maricopa County and parts of neighboring counties are out of compliance with health based standards for air quality for pollutants such as Particulate Matter (PM) or dust.

In an effort to ensure events held on unpaved surfaces in Gilbert are as dust free as possible, this procedure has been put into place.

Dust Control Plan (DCP):

A written DCP, signed by the Owner or Responsible Official of the Applicant is required for any special event or temporary parking done on an unpaved surface.

As an event promoter you may be asked to complete DCP as part of the special event permit approval process. We also suggested you contact the Maricopa County Air Quality at least 30 days prior to the event for a courtesy inspection of your plan.

The person signing the DCP must be the Property Owner or Responsible Official of the organization hosting the event. The person signing the plan must be able to certify that they are familiar with the event and that they agree to take the prescribed measures to control dust. They are also stating that they agree to follow all Gilbert Ordinances and all other applicable rules and regulations.

Unpaved Parking Lots and Unpaved Pathways Used For Vehicular Travel: Vehicle travel is one way that soil can become pulverized making it more easily entrained into the air. By keep soil damp (not muddy) it significantly reduces the risk of windblown dust. Other options include a dust free cover which may be rock, asphalt millings, vegetation, a soil tackifier, etc. Whatever choice is made, it must prevent windblown dust.

Unpaved Areas and Pathways Not Associated With Parking: While not as bad as vehicular traffic, pedestrian traffic can cause soil to break down into finer particles which can more easily be entrained into the air. By using water, a soil tackifier, etc. the chances of dust being entrained are reduced.

Track-out: Track-out occurs when soil, either wet or dry, is carried out onto paved surface by vehicles exiting an unpaved area. A rumble grate, cattle guard or "grizzly" is a device that is partially buried in the soil and as cars roll over it, it causes them to jostle a little bit which knocks the soil off of the tires before the access paved surface. It is important that the device is located adjacent to paved surface or otherwise dust proof surface so that the car doesn't pick up more dirt after it has gone over the device. Another option is a gravel pad. These can usually be seen at construction sites and is a strip of gravel at least twice as wide as a car and at least 50 feet long made up of large river rock. These river rocks cause the car to jostle about as it moves through the rock which causes dirt to fall off.

For further information, contact:

Kenneth Hooker
SBA Mgr/Ombudsman
Maricopa County Air Quality Department
602-506-5102
khooker@mail.maricopa.gov

Jessica Koberna
Environmental & Safety Coordinator
Town of Gilbert
480-503-6421
Jessica.koberna@gilbertaz.gov



FIREWORKS *and* PYROTECHNIC DISPLAYS

A separate fireworks permit must be obtained for any fireworks to be present/used/ or sold during the event. Fireworks include any professional display and/or consumer products. Airborne lanterns such as Chinese lanterns are prohibited from being released.

Fee: Fireworks/Pyrotechnics Permit is \$416.00 per location.

Fireworks displays and pyrotechnic special effects must be under the direct supervision of a licensed pyrotechnic operator who is employed by a licensed fireworks/pyrotechnic company along with a certificate of insurance which must be approved by the town Risk Manager (See Insurance Requirements on page 20).

Fireworks and pyrotechnic special effects must comply International Fire Code and NFPA standards.

To obtain an application or further information, contact:

Josh Friedman-Gilbert Fire Prevention

85 E. Civic Center Drive, Gilbert, AZ 85296

Phone 480 503-6300

Josh.Friedman@gilbertaz.gov



EMERGENCY MEDICAL SERVICES

Special Events Emergency Medical Services Standard

Fees

Emergency medical services:

\$64.00 per hour/staff – 3 hour minimum

Cost recovery includes personnel costs and all necessary operating supplies, equipment, and medical direction.

Designated medical service coverage may be required for special events with the following guidelines:

- To ensure that patrons attending a special event are provided sufficient emergency medical coverage while minimizing impact on community service levels.
- Gilbert Fire & Rescue Department will assist event producers to determine staffing required, based on expected number of patrons, special need concerns, risk factors, and the nature of the event.

When the event promoter chooses to have the Gilbert Fire & Rescue Department personnel provide the requested or required medical services, they will need to identify the needs on the Special Event application. The event promoter will be responsible for the costs associated with providing those services.

Requirements:

EVALUATING EMS NEEDS OF AN EVENT:

Designated Emergency Medical Service requirements are based upon the following criteria; attendance numbers or any extenuating circumstances such as alcohol, and/or weather. Attendance numbers will be based on the total number of people at an event at the same time, not an overall attendance number. Example would be a total attendance of 5000 people over a two day event.

- **Less than 2000 people** and no extenuating circumstances = **No EMS required**
 - **Recommended: Service requirements imposed by promoter's insurance coverage or professional standards other than what is required by Gilbert.**
- **Greater than 2000 people** = **Recommendation** 1 EMS Team with utilization of Walking, Bike or Cart based on accessibility, circulation and on-site travel distance of the service team.
- **Greater than 5000 people** = **EMS Service Required**. Evaluation of event by Deputy Chief with a minimum of 1 EMS Team with utilization of Walking, Bike, Gator Cart, or Vehicle based on accessibility, circulation and on-site travel distance of the service team.
- Deputy Chief will make recommendations based on any extenuating circumstances of event.

- **Greater than 10,000 people= EMS Service Required**- Evaluation and recommendation will be made by Deputy Chief based on details of event, size of location, and any extenuating circumstances.
- When the event attendance exceeds what was initially stated in the promoters application, and exceeds the capacity of the initial required EMS team, the promoter will be responsible for the increase in medical service levels to provide adequate medical coverage for the special event.
- **If a special event meets the attendance requirements for EMS Services:** The promoter has the option of using Gilbert Fire & Rescue to provide the services or contract with another qualified entity.
 - **An EMS Service** will require one Arizona state certified paramedic and one Arizona State certified Emergency Medical Technician. The EMS team will have a full set of advanced life support gear on site and with them that meets all of the Arizona Department of Health Services Bureau of Emergency Medical Services standards. The EMS team must have a medical director that oversees them as required by Arizona Department of Health Services. If the location of the special event covers a large geographical area, the EMS team will need to have a way to provide a timely response to all areas of the event either by bikes or motorized transportation that can maneuver through crowds without any delay.
 - **An EMS Service will be required to be dedicated to the special event. They will not be in service or able to respond to other calls for service outside of the special event.**
- Definitions from Arizona Department of Health Services Bureau of Emergency Medical Services

"Paramedic" means a person who has been trained in a paramedic program certified by the director or in an equivalent training program and who is certified by the director to render services pursuant to section 36-2205.

"Emergency medical technician" means a person who has been trained in an emergency medical technician program certified by the director or in an equivalent training program and who is certified by the director as qualified to render services pursuant to section 36-2205.

"Administrative medical direction" means supervision of emergency medical care technicians by a base hospital medical director, administrative medical director or basic life support medical director. For the purposes of this paragraph, "administrative medical director" means a physician who is licensed pursuant to title 32, chapter 13 or 17 and who provides direction within the emergency medical services and trauma system.

"Emergency medical services" means those services required following an accident or an emergency medical situation:

- (a) For on-site emergency medical care.
- (b) For the transportation of the sick or injured by a licensed ground or air ambulance.
- (c) In the use of emergency communications media.
- (d) In the use of emergency receiving facilities.
- (e) In administering initial care and preliminary treatment procedures by emergency medical care technicians.



Any Special Event that is not required to have medical designated services should still have a first aid station on site in an appropriate location. The First-Aid station should be able to handle any minor medical needs such as small cuts, scrapes or minor strains, etc. The First-Aid station should utilize the 911 system for any other medical service needs that exceed the capacity and/or scope of the first aid providers.

- Hydration stations with (non-alcoholic) beverages may be required at a large outdoor event during periods where temperatures contribute to heat related emergencies.

To obtain further information, contact:

Deputy Chief Mike Connor

Gilbert Fire & Rescue Department

85 E. Civic Center Dr.

Gilbert, AZ 85296

Phone: 480 503-6344

Email: Michael.connor@gilbertaz.gov



Liquor Permit

If you plan to serve alcohol beverages at your event, a Town issued Special Event or Extension of Premise Liquor Permit may be required. Town of Gilbert code allows only malt beverages in Gilbert Parks. If your group is requesting to sell malt or other types of alcohol beverages, you must first get approval from the Town of Gilbert Town Council.

Anyone selling alcoholic beverages at an event held in or on public property at a Gilbert venue must:

- 1) Be eligible to sell alcoholic beverages in the Town of Gilbert,
- 2) Apply for and be recommended for a Special Event Liquor Permit or Extension of Premise Liquor Permit through the Town of Gilbert Special Event Team and ultimately from the AZ Department of Liquor License and Control.

Eligibility

Eligibility for obtaining a Special Event Liquor Permit is determined by A.R.S. 4-203-02. Eligible groups include charitable, religious, fraternal, civic and political organizations. A Special Event Liquor Permit allows a charitable, civic, fraternal, political or religious organization to have alcohol donated to sell and serve spirituous liquor for consumption only on the licensed premises and only for the period authorized on the permit. This is a temporary permit. An applicant must be at least 21 years old and a resident of Arizona to obtain an Alcohol Beverage Permit.

Commercial Organization Requirements:

All commercial organizations partnering with a charity or non-profit organization to serve/sell alcohol beverages must provide a letter from the charity stating the following:

- A) The eligible organization and their representative agrees to participate as the agent and applicant for the Special Event Liquor Permit and will receive a minimum 25% of the gross proceeds from the sale of alcoholic beverages, as evidenced by a written agreement provided with the application,
- B) Verification that a principal of the charity will be on site during hours when liquor is being served.

Event Policies for Serving Alcohol

The Town of Gilbert reserves the right to require that the promoter adhere to the following criteria when serving alcohol:

- Any authorized beverages being sold/served at an event must be provided by an authorized wholesaler as a pre-packaged and pre-mixed beverage. Under no circumstances will anyone other than the wholesaler be allowed to pre-mix beverages beforehand and/or during the event to serve to customers.
- Beer gardens (with fencing approved by the Special Event Team) may be required for events that are open to all ages. The purpose of a beer garden would be to allow only customers over age 21 to enter the area.

Special Event Liquor Permit/Extension of Premise Liquor Permit

The process for applying for both types of license(s) is the same with the exception of the fee(s) incurred.

Listed below is an outline of the procedures to obtain either a Special Event Liquor License or Extension of Premise Liquor License within the Town of Gilbert.

- 1) A copy of an event's application for a Special Event and/or Extension of Premises Liquor License and a Certificate of Insurance must be submitted to Special Event office at least **60 days prior** to



the event (See Insurance Requirements on pages 18-19). Include a check to cover the appropriate license fee, made payable to “Town of Gilbert”. See chart below for appropriate fee(s).

- 2) Once application is submitted, a Special Event representative will schedule you to attend a Special Event Team meeting. Special Event Team meetings are scheduled monthly and are held at the 90 E. Civic Center Drive-Municipal Building II- Room 100.
- 3) At the Special Event Team meeting, either the committee will recommend approval or disapproval of the application.

If approved, the applicant is responsible to hand carry the application to the AZ Department of Liquor for approval before the scheduled event date.

- 4) AZ Department of Liquor will either approve or disapprove the application. If approved, AZ Department of Liquor will issue an AZ Alcohol License. Applicant must fax (480-503-6204), email or hand deliver a copy of this license to the Town of Gilbert Special Events office.

5) Upon receiving the AZ Alcohol License, the Special Events office will then issue the applicant a “Town of Gilbert Special Event Liquor Permit” and if applicable an “Outdoor Permit” from the Town of Gilbert.

Town of Gilbert Application fee	\$50 (non-refundable)
Town of Gilbert License fee.....	\$25 per day/per event
Extension of Premise Liquor License Fee.....	\$35

Fenced Areas with Beer Garden Requirements

- A site layout map will be required for all Beer Garden areas.
- All tents or temporary structures require a permit and inspection from the Gilbert Fire Dept.
- All fenced area must meet Fire Department standards and will require an inspection from the Gilbert Fire Dept.

For applications and further information contact:

Mark Kerrigan

90 E. Civic Center Drive

Gilbert, AZ 85296

480-503-6798

Mark.Kerrigan@gilbertaz.gov



INSURANCE REQUIREMENTS

The Town of Gilbert has established insurance requirements for those facility users, vendors, and contractors entering into agreements with the Town of Gilbert for the purpose of special events and activities. Before commencing use or services under an agreement with the Town of Gilbert, a certificate of insurance that complies with the requirements (see the special event application) must be furnished.

An event producer must comply with the insurance requirements to be able to obtain a Special Event Permit from the Town of Gilbert Special Event Team. Event permits will not be issued until all insurance requirements are satisfactorily met.

With reasonable notice to event producers, the Town of Gilbert reserves the right to require insurance of event producers and/or vendors for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

Approval of insurance by the Town of Gilbert does not in any way relieve or decrease the insurance liability of an event producer or vendor. The Town of Gilbert does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the event producer or vendor.

All special event applicants shall name the Town of Gilbert as an “Additional Insured”, per item one below, on all policy(ies), except workers compensation and shall reflect this on a Certificate of Insurance.

Applicant shall obtain certificates of insurance from all vendors participating in this event unless covered under applicant’s insurance policy. Vendors must comply with all requirements listed in this section. Complete and accurate certificates must be received by the Special Events Office a minimum of fifteen (15) working days prior to the event. Separate certificates of insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the Town of Gilbert as “Additional Insured” as per item one below. Additional coverage may be required depending upon the nature and scope of the event.

For more information or questions regarding insurance requirements, please contact our Risk Management Department at 480-503-6934. Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

INSURANCE LIMITS

The certificate must show:

- The Town of Gilbert, its agents, officers, employees and volunteers are named as “Additional Insured”. All Certificate of Insurance policies must reflect this with the exception of workers compensation.
- The Town of Gilbert shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
- Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the Town of Gilbert.
- General Liability Including:



Bodily Injury
Comprehensive Form
Premises Operation
Broad Form Property

Independent Contractors
Product/Completed Operations Hazard
Personal injury
Damage

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than fifteen (15) working days prior to the event.

OTHER INSURANCE OR RISKS

All other risks shall comply with the Additional Insured requirements as stated in item 1 above.

Fireworks Production

General Liability - \$10,000,000 each occurrence
Auto Liability - \$1,000,000 combined single limit (each accident)
Workers Compensation – Arizona Statutory Requirements

Carnival/Amusement Rides

\$2,000,000 General Liability
\$1,000,000 Auto Liability
Workers Compensation – Arizona Statutory Requirements

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than fifteen (15) working days prior to the event.

For further information, contact:

Leland Frishe

Town of Gilbert-Risk Management Office

480-503-6934

Leland.frishe@gilbertaz.gov



SPECIAL EVENTS TEAM MEMBERS

Recreation-Special Events

Denise Merdon-480-503-6240

Brent Taysom-480-503-6253

Mike Leppert-480-503-6235

Fire Department

Mike Conner-480-254-8236

Dan Dubois-480-503-6351

Josh Friedman-480-503-6144

Police Department

Lt. Scott Girardin-480-635-7190

Lisa Clark-480-635-7101

Parks

Scott Hesser-North Region-602-721-0531

Dave Gossman-South Region-602-721-7934

Risk Management

Leland Frische-480-503-6934

Environmental and Safety Programs

Jessica Koberna-480-503-6421

Code Compliance

Adam Adams-480-503-6834

Inspections

Tim Simanton-480-503-6822

Traffic Engineer

Russ Gordon-480-503-6737

Business and Temporary Liquor License

Mark Kerrigan- 480-503-6798

Public Works-Streets

Robert Gordon-480-503-6428

Public Works-Solid Waste

Solid Waste-480-266-6265

Public Works-Recycle Program

Susan Hargrove-480-503-6459

